



Administrative Services Specialist

Details

Job ID : 251

Title : Administrative Services Specialist

Job Code : 802

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Office Of Public Information

Purpose

RESPONSIBLE FOR SUPERVISING JUDICIAL RECEPTIONISTS AND PROVIDING ADMINISTRATIVE ASSISTANCE TO THE GENERAL MANAGER OF ADMINISTRATIVE SERVICES - made inactive 7/1/08 effective to revise grade to 7 and code to 738 -ch approval -rb completion 7/16/08

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Work Experience

Job Required Knowledge

- 3 YEARS OF WORK EXPERIENCE INCLUDING SUPERVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ORGANIZATIONAL ABILITIES

Job Preferred Knowledge

- COURT SYSTEM, MULTI-LINE PHONE SYSTEM, EMARS

Job Duties

- DAY TO DAY SUPERVISION OF JUDICIAL RECEPTIONISTS
- MAINTENANCE OF MOA, MOU, PSC ELECTRONIC AND HARD COPY FILES
- COORDINATOR OF MOA AND PSC DOCUMENTS
- PROCESSING PROCARD PAYMENTS
- COORDINATE SPECIAL PROJECTS FOR ADMINISTRATIVE SERVICES
- OTHER DUTIES AS ASSIGNED



Graphic Designer

Details

Job ID : 314

Title : Graphic Designer

Job Code : 1123

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Office Of Public Information

Purpose

RESPONSIBLE FOR PROVIDING GRAPHIC DESIGN AND OVERSEEING PRODUCTION FOR COMMUNICATION PROJECTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : None

Job Required Knowledge

- GRAPHIC DESIGN SOFTWARE AND RELATED TECHNOLOGY
- 4 YEAR COLLEGE DEGREE MUST BE IN ART OR GRAPHIC DESIGN

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- SERVE AS PRIMARY CONTACT FOR COURT OF JUSTICE DEPARTMENTS THAT REQUEST GRAPHIC DESIGN PROJECTS
- OVERSEE GRAPHIC DESIGN PROJECTS
- OVERSEE COURT OF JUSTICE E-NEWSLETTER PROGRAM
- MAINTAIN AN ONGOING PROJECT TRACKING LIST
- OTHER DUTIES AS ASSIGNED



Public Information Coordinator

Details

Job ID : 472

Title : Public Information Coordinator

Job Code : 736

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Office Of Public Information

Purpose

Responsible for supporting daily operations of the Department of Public Information.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- Strong Writing and analytical skills
- Ability to use Microsoft Office software
- Experience in one of the following: public relations, public information, journalism and/or communications

Job Skills/Abilities

- Computer skills
- Organizational skills
- Time management skills

Job Preferred Knowledge

- Kentucky court system
- Ability to use graphic design software, such as Pagemaker or Indesign

Job Duties

- Oversee various communications projects, including maintaining the judicial directory
- Assist webmaster in updating and revising internet and intranet sites by organizing text, photos, Outlook addresses and other functions as needed
- Assist graphic designer with completion of publication request forms and basic design projects
- Maintain news clip organization and distribution
- Assist in creating business card art and proofing letterhead materials
- Assist in creating smart forms
- Other duties as assigned



Public Information Specialist

Details

Job ID : 313

Title : Public Information Specialist

Job Code : 1408

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Office Of Public Information

Purpose

RESPONSIBLE FOR ASSISTING PUBLIC INFORMATION OFFICER IN DAILY OPERATIONS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- EXCELLENT WRITING AND EDITING SKILLS
- ABILITY TO USE MICROSOFT OFFICE SOFTWARE
- 4 YEAR COLLEGE DEGREE MUST BE IN ENGLISH, JOURNALISM, COMMUNICATIONS OR RELATED FIELD

Job Skills/Abilities

- COMPUTER SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- ASSIST WITH WRITING/EDITING FOR KENTUCKY COURT OF JUSTICE
- PUBLICATIONS AND COMMUNICATIONS PROJECTS
- ASSIST IN HANDLING RESPONSES TO MEDIA INQUIRIES
- ASSIST IN CARRYING OUT BENCH/MEDIA INITIATIVES
- MAINTAIN NEWS CLIP ORGANIZATION AND DISTRIBUTION
- OTHER DUTIES AS ASSIGNED



Webmaster

Details**Job ID : 323****Title :** Webmaster**Job Code :** 1122**Salary :** \$2,863.00 (Monthly)**Grade :** 11**Tenured :** YES

Job Departments

- Office Of Public Information

Purpose

RESPONSIBLE FOR PROMOTING PUBLIC AWARENESS OF THE JUDICIAL BRANCH OF KENTUCKY STATE GOVERNMENT THROUGH THE MAINTENANCE OF AND ENHANCEMENTS TO THE OFFICIAL KENTUCKY COURT OF JUSTICE WEB SITE.

Required Qualifications**Education :** 4 Year College Degree in Related Field**Education Substitute :** None**Experience :** 1 Year of Related Experience

Job Required Knowledge

- GENERAL KNOWLEDGE OF MICROSOFT OFFICE, WINDOWS XP AND COMPUTER OPERATIONS
- STRONG WRITING AND COMMUNICATION SKILLS WITH A FACILITY FOR WEB-BASED COMPUTER TECHNOLOGY
- 4 YEAR COLLEGE DEGREE MUST BE IN COMMUNICATIONS, JOURNALISM, ENGLISH, OR PUBLIC RELATIONS
- EXPERIENCE MUST INCLUDE KENTUCKY COURT SYSTEM, HTML
- BASIC GRAPHIC DESIGN CONCEPTS AND ABILITY TO USE DIGITAL CAMERA EQUIPMENT

Job Skills/Abilities

- EXPERIENCE WITH MICROSOFT FRONTPAGE AND FAMILIARITY WITH THE ASSOCIATED PRESS STYLEBOOK FOR EDITING PURPOSES

Job Duties

- COORDINATE ALL ASPECTS OF WEB SITE OPERATIONS
- WRITE OR EDIT COURT OF JUSTICE WEB SITE CONTENT AND COORDINATE TIMELY AND APPROPRIATE UPDATES
- WORK WITH THE AOC OFFICE OF GENERAL COUNSEL TO ENSURE THE WEB SITE COMPLIES WITH STATE AND FEDERAL REGULATIONS
- EDUCATE COJ PERSONNEL ON WEB-BASED TECHNOLOGIES
- COORDINATE ONGOING WEB SITE IMPROVEMENTS
- TRAIN COJ PERSONNEL TO USE ALL ASPECTS OF THE WEB SITE'S TECHNOLOGY
- MONITOR AND PROMOTE WEB SITE USAGE
- OTHER DUTIES AS ASSIGNED.